

## Minutes of the Public Safety Committee Meeting – July 13, 2020

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Mike Palm, Kevin Stieve, Tom Pinion, Wade Peterson, Tony Gilman, Jan Bance, Wendy Hanley, Jessica Wilcox, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the June 8, 2020 meeting. Motion carried unanimously.

### **New Business**

- a. **Review Bid Tabulation for Draper Street Improvements and recommend award of contract** – Pinion said the City received a 50% grant for the reconstruction of Draper Street, one of only 13 projects funded by the DOT. Pinion said Dean Blum Excavating, Gerke Excavating and Top Tier Grading bid on the project. He said that the estimate was \$870,000 on the gross without the deduct. He said it is the recommendation from staff is to award to the low bidder. It was moved by Kolb, seconded by Wedekind to go with lower bidder, Dean Blum Excavating, in the amount of \$698,902.00. Motion carried unanimously.
- b. **Review Proposals for STH 33 Street Light Design Services and recommend award of contract** – Pinion presented the background to the Committee. He said that if the City goes with the DOT's standard street lighting they contribute 50%. However, if the City chose to go with decorative lighting the DOT would only participate 50% of their standards. He said that he solicited proposals for Street Light Design Services, which is solely the City's responsibility. He said that there are two consultants currently working on that corridor project, MSA is doing the utility design for the Village of West Baraboo; therefore they are familiar with the DOT's consultant, and SEH is the consultant that the City has hired for the design of our utility work, and again, they are familiar with the DOT project and the design process. He said that it is staff recommendation to award to the low bid. Kolb moved, Wedekind seconded to award contract to SEH, not to exceed \$19,500. Motion carried unanimously
- c. **Consider revising Section 7.09(2) of the Municipal Code of Ordinance to add a No Parking area on south side of Quarry Street east of Waldo Street** – Pinion said that Quarry is a narrow street in this area with no curb and gutter on either side, and a ditch on the south side. He said that the west end is routinely parked with cars on both sides of the street, which effectively narrows the roadway, which creates a safety concern. He said that staff is recommending creating a no parking zone on the south side of Quarry Street, 350 feet east of the centerline of Waldo Street. Kolb moved, Wedekind seconded to revise Section 7.09(2) to add a No Parking area on south side of Quarry Street 350 feet east of the centerline of Waldo Street. Motion carried unanimously.
- d. **Review Proposals of Fire Department Remodeling Design Services and recommend award of contract(s)** – Stieve said that he sought price quotes from three Architectural Firms to provide quotes for design services for the remodel of the fire department. He said to provide "apples to apples" the cost represent the architectural services for the construction component of the proposed remodeling only. He said that he is working with Transcend Architects & Engineers to finalize the contract. He said the contract would be reviewed by the City Attorney and also go through the regular purchasing policy. Kolb moved, Wedekind seconded to approve the low bidder, Transcend Architects & Engineers in the amount of \$4,800. Motion carried unanimously.
- e. **Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May and June, 2020** – It was moved by Kolb, seconded by Wedekind to approve the monthly billing adjustments/credit for Sewer and Water Customers for May and June, 2020. Motion carried unanimously.

### **Informational Items**

- a. Pinion said that he has received complaint about truck traffic from the Devil's Lake Business Park on Lake Street using Gall Road in the Town of Baraboo. He said that he spoke to Bill Klemm, Town Chair and he said that it was not the City's problem.
- b. Pinion said that he received a general complaint about general safety on Hill Street between Mill Race Drive and Lake Street. He said that this is a narrow underpass and the residents in the condominium units on Hill Street claim that there are a lot a near misses and traffic is flying through there. He said people of suggested that it be one way only, from Sumac to the Dog Park, but that is not realistic. He said that the Police's Department new digital speed board will be put up which

collects traffic counts and speed and stores it. Kolb asked if yellow flashing lights at both ends could be installed, Pinion said the cost would be approximately \$8,000. Pinion indicated that there are no significant crashes at the underpass. Pinion said to improve pedestrian safety there would have to be a separate underpass that would have to be a horizontal directional drill, which would be very expensive.

## **Reports**

### **a. Street Superintendent's Report**

- i. Staffing updates – Gilman said that the department is working a split shift for staffing and said that it is working well. He said one guy comes in a 5:30 and sanitizes everything, and then half crew comes in at 6:00 and the other half comes in at 7:00.
- ii. Monthly Report on Public Works Department activities – Gilman said crews have been busy with usual tasks, such as street sweeping, traffic line striping, monthly brush pickup, pothole patching when needed, and stormsewer repairs. Gilman said the department is attempting to clean-up our own campus when time permits. He said the brush site continues to be a challenge, with COVID and everyone being at home has significantly increased the traffic. The chipper will be here in early August and crushing will start in two to three weeks.
- iii. Project updates - The Department has been doing a few repairs, 10<sup>th</sup> & Elizabeth intersection is complete. Lincoln and 9<sup>th</sup> and Lincoln and 10<sup>th</sup> has been complete. Wedekind would like Gilman to look at the 5<sup>th</sup> & Jefferson intersection. Gilman said that they still intend on addressing the intersections of Moore Street & 2<sup>nd</sup> avenue, Keith Street & 14<sup>th</sup> Street, and Russell Street & Badger Drive with similar repairs. Gilman said a couple of months ago they went to mandatory carts for garbage and recycling and according to the drivers it is working well. He said recently an individual contacted him requesting weekly recycling; however, nothing has been brought forward. He said that with the amount of upgrades that have been done, there a lot of 64-gallons that have come back. He said that these are not new carts and the price of carts is not set by ordinance so a price can be set by the Committee without going further, and start encouraging people to purchase a second cart at a reduced rate. Pinion said that they would work with the finance department to come up with a reasonable price, and it would clear up some inventory for the department.

### **b. Fire Chief's Report**

- i. Monthly Incident Report – He said the monthly report would be in the Council packet.
- ii. Project Updates – Stieve said that he is still working on the Technical Rescue Ordinance with the City Attorney and it has been given to the City Administrator to review. He said he will be looking into the CARES Act Funding because the Department needs a boat.
- iii. Staffing Updates – Stieve said that another member resigned due to health issues and a non-active member submitted her resignation. He said the department is actively recruiting.

### **c. Utility Superintendent's Report**

- i. Staffing Updates – Peterson said he was going to go through his report first and then bring in new Billing Tech and there will be a presentation for Wendy Hanley and cake.
- ii. Projects updates – Peterson said Mound Street was started last week putting in the temporary water services. He said today half of the water main project started at Elizabeth, while that is sitting, crew will move to Camp Street alley to do the storm sewer and then back to Mound to connect the water services to the houses, and then the other half of the water main will be started. He said that there are ten households on Mound that agreed to part of the lead service replacement program. Peterson said this week is home run week for the Oak Street Booster Station, most of it should be operational by Friday.
- iii. Equipment Updates – None to report.
- iv. Preparation for Rate Case application to Public Service Commission for a prospective increase in water rates – Peterson said the City will be losing LSC Communications in September and they are trying to finish out the last of their contract. He said this has a huge factor on our Water Utility; therefore he has initiated a conversation is the Public Service Commission. He said he has received the packet of information that the Utility has to provide to them. He said the chances of it being completed by January

is pretty slim. He is hoping to get it to a state where they can have the new rates by November timeframe and do the public notice. Kolb asked if he was looking for an increase in the rate, but he feels that it may be significant.

- v. Personnel Update-Peterson introduced Jessica Wilcox the new billing tech, who came to the City from the City of Portage. Peterson said she is an outstanding asset, and doing a great job. Peterson said that Wendy has been with the Utility for 26 years and will be retiring in two weeks. Mayor Palm then presented Wendy with a plaque for her dedicated service. Cake was then served in Wendy's honor.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:45 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman